

APLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

		!		
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE		
Application Date	Office of the Comptroller General Insurance Department	Application Number 79-87-A		
11-15-79	Agents Licensing Division			
Application Number	132 State Capitol	NOV 1 0 4070 NOV 2 0 4070		
15-19	Atlanta, Georgia 30334	NOV 1 9 1979 NOV 2 9 1979		
2. Person to Contact Angela Watkins	Working Title Senior Clerk	Telephone Number 656-2100		
3. Action Requested				
_	Schedule; recept will continue to accumulate. ccumulation; no further accumulation anticipated. No. 79-87 Check One: © Change; □ Superc	ede: 🗖 Void		
4. Dates of Series	5. Records Series Title (followed by title used in office; if a			
Earliest Latest				
7-1-78 7-1-79	Request for Certificate of Authority			
· ·	ration of State Ins. Laws and Regulations eviewing and approving applications for in	pertaining to licensing of		
		·		
		i		
	,			
. Record Series Description	This file contains the following documents (include form n Attach samples of the file. CERTAIN TYPES OF)			
Documents relating to: Rec	questing authority to sell insurance for a	particular company.		
	<u>. </u>			
included are: "Request i	For Certificate of Authority," Form G.I.D.	122		
		·		
	• .			
· · · · · · · · · · · · · · · · · · ·				
File is arranged:	ally by assigned Batch number.			
numerica	illy by assigned batter number.			
8. Monthly Reference Rate	How often are records referred to which are:			
• .	·	seldom		
twenty-five months and older	Seven to twelve months old; Thirteen to seldom?	to twenty-four months old be 100m;		
. Annual Rate of Accumulatio	n of Records			
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify) 14 record center boxes.		
R-50-71; Rev. 76	(Aa)			
	(Over)			

YES	NO	10. Questionnaire			olumn)			
Χ.		a. Is this the office of the state of the st		series?				
	Х	ſ			-	· -	yes, cite law or regular	tion.
	x	c. Is this a vital re	ecord?					
	X			or long term rese				
	X	1	wo documents i scheduled separ	. 1	necessary to	keep the entire file t	for a long period, could	d these
	х	f. Is the informat	tion contained i	n this series ever p	ublished?	If yes, attach copy,		
	х	If yes, attach o	ору.			/or recorded in a sun	·	
	X	h. Is there a dupl If yes, where?		eries in your offic	e, or in anot	her office or agency?		1
	x	•		_		?		
X	D-44	j. Does the recor				4- h- l		
11.	Keteni	tion Requirements	I De	e tollowing require	es the series	to be kept:	•	
	a. Sta	te Law		years.	d.	Audit period	1	years.
		tute of limitation		years.		Administrative need		years.
	c. Fed	deral law		years.	f.	Federal retention ins	tructions	years.
								·
. •	Attach	copy or excerpt of	laws or regulation	ons. Explain admir	nistrative nee	ed.		
	Ga.	Ins. Code 56-	818a	,	ř			<u>:</u>
· I		**************************************						
:					,			
12.	Appro	ved Disposition Insti	ructions Th	is agency recomme	ends that th	e file series be cut off	at the end of each:	
				Calendar Year; 🖾	Fiscal Yea	r; 🗆 Other		then,
	-		•			•		
						•	er State audit,	then
۱ ا	□ Tra	ansfer to local holdin	ig area, hold	year(s);	then	•		then
l k	□ Tra © Tra		ig area, hold	year(s);	then	•		then
k k	☐ Tra C Tra C De: ☐ Tra	ansfer to local holdin ansfer to State Recor stroy ansfer to State Archi	ng area, hold ds Center; hold	year(s); 3year	then	•		then
k k	☐ Tra C Tra C De: ☐ Tra	ansfer to local holdin ansfer to State Recor stroy.	ng area, hold ds Center; hold	year(s); 3year	then	•		then
k k	☐ Tra C Tra C De: ☐ Tra	ansfer to local holdin ansfer to State Recor stroy ansfer to State Archi	ng area, hold ds Center; hold	year(s); 3year	then	•		then
k k	☐ Tra C Tra C De: ☐ Tra	ansfer to local holdin ansfer to State Recor stroy ansfer to State Archi	ng area, hold ds Center; hold	year(s); 3year	then	•		then
k k	☐ Tra C Tra C De: ☐ Tra	ansfer to local holdin ansfer to State Recor stroy ansfer to State Archi	ng area, hold ds Center; hold	year(s); 3year	then	•		then
k k	☐ Tra C Tra C De: ☐ Tra	ansfer to local holdin ansfer to State Recor stroy ansfer to State Archi	ng area, hold ds Center; hold	year(s); 3year	then	•		then
k k	☐ Tra C Tra C De: ☐ Tra	ansfer to local holdin ansfer to State Recor stroy ansfer to State Archi	ng area, hold ds Center; hold	year(s); 3year	then	•		then
k k	☐ Tra C Tra C De: ☐ Tra	ansfer to local holdin ansfer to State Recor stroy ansfer to State Archi	ng area, hold ds Center; hold	year(s); 3year	then	•		then
k k	☐ Tra C Tra C De: ☐ Tra	ansfer to local holdin ansfer to State Recor stroy ansfer to State Archi	ng area, hold ds Center; hold	year(s); 3year	then	•		then
k k	☐ Tra C Tra C De: ☐ Tra	ansfer to local holdin ansfer to State Recor stroy ansfer to State Archi	ng area, hold ds Center; hold	year(s); 3year	then	•		then
k k	☐ Tra C Tra C De: ☐ Tra	ansfer to local holdin ansfer to State Recor stroy ansfer to State Archi	ng area, hold ds Center; hold	year(s); 3year	then	•		then
	□ Tra Tra Tra Tra Oth	ansfer to local holdin ansfer to State Recor stroy ansfer to State Archi	ng area, hold rds Center; hold ves for permane	year(s);year	then r(s); then	s); than and aft.		then
	□ Tra Tra Tra Tra Oth	ansfer to local holdin ansfer to State Recor stroy, ansfer to State Archi her (Specify)	ng area, hold rds Center; hold ves for permane	year(s);year	then r(s); then	s); than and aft.		then
	☐ Tra Tra Tra Tra Oth	ansfer to local holding ensfer to State Recor stroy ansfer to State Archiv her (Specify)	ng area, hold rds Center; hold ves for permane	year(s); 3 year nt retention.	then r(s); then ns of the ser	s); than and aft.	er State audit,	
	☐ Tra Tra Tra Tra Oth	ansfer to local holdin ansfer to State Recor stroy, ansfer to State Archi her (Specify)	ng area, hold rds Center; hold ves for permane	year(s);year	then r(s); then ns of the ser	s); than and aft.	er State audit,	Date
	☐ Tra Tra Tra Tra Oth	ansfer to local holding ensfer to State Recor stroy ansfer to State Archiv her (Specify)	ng area, hold rds Center; hold ves for permane	year(s); 3 year nt retention.	then r(s); then ns of the ser	s); than and aft.	er State audit,	
	☐ Tra Tra Tra Tra Oth	ansfer to local holding ensfer to State Recor stroy ansfer to State Archiv her (Specify)	ng area, hold rds Center; hold ves for permane	year(s); 3 year nt retention.	ns of the ser	s); than and aft.	er State audit,	Date
Agen	Trace These	instructions apply to	ng area, hold rds Center; hold ves for permane	year(s); 3 year nt retention.	ns of the ser	ies.	er State audit,	Date 11-16-79
Agen Re∞ graph	Trace Trace These	ansfer to local holding ansfer to State Recorstroy. ansfer to State Archiver (Specify) instructions apply to ad/Designer (Signal Archiver) addions in parage approved.	og area, hold rds Center; hold ves for permane all prior and for	year(s); 3 year nt retention.	ns of the ser	ies.	er State audit,	Date 11-16-79
Agen Reco graph (If di	Trace Trace These	ansfer to local holding ansfer to State Recorstroy. ansfer to State Archiver (Specify) instructions apply to ad/Designer (Signal additions in paragree approved. oved, attach letter	og area, hold rds Center; hold ves for permane all prior and for	year(s);year year year year year year year year	ns of the ser	ies.	er State audit,	Date //-/6-79 Date
Agen Reco graph (If di	Trace	ansfer to local holding ansfer to State Recorstroy. ansfer to State Archiver (Specify) instructions apply to ad/Designer (Signal additions in paragree approved. oved, attach letter	g area, hold rds Center; hold ves for permane all prior and for ture) State Audi Secretary or	year(s);year int retention. Date	ns of the ser	ies.	er State audit,	Date //-/6-79 Date

•

ì

₽-

: }

,



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date Office of the Comptroller General Application Number Insurance Department Agents License Division Date Completed Application Number Date Received State Capitol Building APR 1 2 1979 APR 1 3 1979 Atlanta, Georgia 30334 2. Person to Contact Working Title Telephone Number Mr. Walter J. Krygier Assistant Deputy 656-2100 3. Action Requested a. XX Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. _ Check One:
Change;
Supercede;
Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest AGENTS CERTIFICATE OF AUTHORITY POWERS FILES (COMPANY FILES) 3-1-77 present What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Agents License Division is responsible for processing applications and issuing new agents' licenses and renewing permanent licenses; examining agents, conducting prehearing conferences and holding formal hearings on offending agents; and for preparing certificates for agents being licensed as non-residents in other states. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. maintaining current lists of individuals appointed to sell or solicit Documents relating to: insurance for a particular company, and to collecting annual fees from "Insurance Licensing System, Request for Agents Certificate of Authority Included are: Powers (CGIL 9010-02)," computer printouts for each company containing names of agents appointed; and "Request for Certificate of Authority (G.I.D. 122)" forms submitted by companies during the year for each new agent appointed. numerically by company code number. File is arranged: 8. Monthly Reference Rate How often are records referred to which are: ; Seven to twelve months old 1; Thirteen to twenty-four months old seldom; One to six months old _ * twenty-five months and older seldom ? 9. Annual Rate of Accumulation of Records ; Shelves ; Other (specify) 14 records center Letter-size drawers _____; Legal-size drawers _____ boxes

AR-50-71; Rev. 76

(Over)

YES NO 10	. Questionnaire (Place an "X" in	the proper colun	nn)		and a second second second	·
X a	. Is this the official	• •	:s?			•*	
	If not, where is it? Does the series cor		l information red	quiring security	handling? If yes, cite	law or regulat	ion.
<u>^</u> _	. Is this a vital recor	ſ ;					1
	. Does this series ha		ong term research	h value?	<i>\$</i>		
					he entire file for a lon	a period, could	these
N/A	documents be sche					g pariot, 00 an	
X f	· Is the information	contained in thi	s series ever pub	lished? If yes, a	ittach copy.		The second secon
g	. Is the information	contained in thi	s series ever anal	yzed and/or reco	orded in a summarized	d report?	
X	If yes, attach copy	<i>.</i>			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
X	Is there a duplication of the control of the contro	ion of this series	in your office, o	or in another offi	ce or agency?	Agent's	File
X ;		•				•	
X i.	Does the record se	ries result in a co	omputer printou	t?	<u></u>		
11. Retention	Requirements	The foll	lowing requires t	he series to be k	ept:		
a. State L	4 147	4	Moore	d. Audit p	, pariod	1	years.
-•	of limitation		•	•	istrative need	3	years.
c. Federal	77.		-,		l retention instruction	IS	·
C. TOGGT			years.	1. 1 00014	110101101111111111111111111111111111111		, , , , , , , , , , , , , , , , , , , ,
Attach cor	by or excerpt of laws	or regulations	Evalsia administ	rative need			
,	•	_	-xpiairi adiiiiriisti	iative fiecu.			:
Ga. Ins	• Code 56-848((b) 2				,	
3,	1			١			
			17	•			:
12. Approved	Disposition Instruct	ions This age	ency recommend	s that the file se	ries be cut off at the	end of each:	
		_	•		ther February		then,
	¢	La Carca	ildai i cai, illi	iscal real, L. C	(IIII		UiGii,
☐ Hold in	the current files are	ea mo	oth(s)	vear(s): then	1 .		
					•		
XX Transfe	er to local holding ar er to State Records (Center; hold	3 year(s)	; XXX and un	til State audi	t is comple	eted; then
	y. er to State Archives '	for permanent re	etention				
	(Specify)	TO permanent re	1				
_ 0	; (-)	-	ì				
••	,		•		•	. •	
				!	-		
,					-		,
					•	,	
			•	* :	•	• • •	
:	•		-		n ·		
			•				
			•		• •	•	, "
				•		•	,
	-			:			
These inst	ructions apply to all	I prior and future	accumulations (of the series.			
					M		
A - 10 - 11	Designee (Signature		Dota I D	lagarda Managam	nent Officer Signatu		Date
Agency Head/L	Designee Signature		Date R	records ivianagem	ent Officer Isignatu	re)	Date
Mr.	10.119	em 1	1-17-79	Fred	Prober	1	4-12-79
	<u> </u>			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	man	<i>-</i> -5	1 / /
				State Rec	ords Committee (Sig	nature)	
Recommendati	ions in para-						Date
graph 12 are ar	B				./ ,		Date
(If disapproved		State Auditor/	Designee	Zun	While		Date 4-25-79
	l, attach letter	CAAS		Zun	of June		Date 4-25-79
of explanation.	l, attach letter	CAAS	Designee ce/Designee	Cural	28 Hart		Date 4-25-79 4-24-79
of explanation.	, attach letter	Secretary of Stat	e/Designee	Cural	18 Hart		Date 4-25-79 4-24-79
of explanation.	, attach letter	CAAS	e/Designee	Cura Cura Conso Side	el Hart Theel		Date 4-25-79 4-24-79 4-27-79